

Exemption Application Instructions and Fee Information



State Board of Equalization

Cordell Hull Building

425 Fifth Avenue North

Nashville, TN 37243

Phone: (615) 401-7883

Website: <http://www.comptroller.tn.gov/SBOE/>

Please note: If an organization/entity is seeking exemption for multiple parcels, a separate application is required for each parcel.

Persons filing for property tax exemption at the State Board of Equalization must now pay a **non-refundable** fee to defray part of the cost of processing the application. The fee is proportionate to the **total appraised value** as follows:

<u>Property value</u>	<u>Fee</u>
Less than \$100,000	\$ 30
\$100,000 – less than \$250,000	\$ 42
\$250,000 – less than \$400,000	\$ 60
\$400,000 or more	\$120

If the local assessor has not valued the property, the applicant may use the insurance replacement value to determine the appropriate processing fee.

The applicant should include the **estimated value upon completion** of any buildings currently under construction or to be constructed on the subject parcel(s) in the **total appraised value**.

The applicant must remit the appropriate processing fee to the State Board of Equalization at the time of filing an application. Checks and money orders shall be made payable to the Comptroller of the Treasury.

An additional fee will be due from applicants appealing the initial determination on an application.

Authority: Tenn. Code Ann. § 67-5-212(b)(2); SBOE Rule 0600-08.-1

Payment of Taxes While an Exemption Application or Appeal is Pending

For purposes of Tenn. Code Ann. § 67-5-212, we treat applications for exemption in the same manner as appeals. Property tax assessments which are under appeal or which are subject to an application for exemption before the State Board are not considered delinquent if the taxpayer has tendered at least the undisputed portion of tax. In many exemption cases, there is no undisputed portion because the applicant is seeking full exemption from property taxes and is, therefore, disputing the entire amount of the assessment. In the case of an application for full exemption, the applicant may choose either to pay the taxes under protest or not to pay the taxes while the exemption application or appeal is pending. When the State Board of Equalization issues a final determination, the taxpayer will receive a refund of any overpayment or will owe the amount of any underpayment of taxes, along with interest at the rate provided by law.